

Air Force Security Assistance Ce

AFSAC

War-winning Capabilities ... On Time, On Cost



Air Force Letter of Request Automation (LOR- A) Tool Tutorial

U.S. AIR FORCE

Integrity - Service - Excellence



LOR-Automation Tool



- This tutorial is provided as a visual aid to assist in learning to use the LOR-Automation Tool.
- Further details are available in the LOR-Automation Tool User's Guide.



LOR-Automation Tool



File Edit View Favorites Tools Help

AFSAC Online

AFSAC Online Links

- Home
- What's New
- System Requirements
- FAQ's
- Security
- Feedback
- Tech Support
- Apply for AFSAC Online and/or SAMIS Account
- Change Password
- Forgot Password
- Security Cooperation Information Portal (SCIP) Web Site
- Apply for SCIP Portal Account
- Application Links
- Applications Suite (if you are having problems, See system requirements page)
- Supply Application
- Letter of Request (LOR) Preparation Checklist
- Letter of Request (LOR) Submission
- Logistics Applications
- Financial Applications

AFSAC Online

SCHEDULED OUTAGES-->

- **NEW** The new LOR-Automation Tool is in Production Mode as of 3 January 2011.
- FY11 MSD Prices 17-Sep-2010
- Business applications
(Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.

We also provide a number of Logistics and Financial Applications as well as Worldwide Warehouse Applications (WWRS), Technical Order Management System (TOMS) II Monthly Metrics, Letter of Request (LOR) Submission/ Validation and AFSAC Online Metrics.

We are constantly striving to develop new tools for our customers. Look for account automation features such as automated password resets.

Trusted sites | Protected Mode: Off 100%

Choose this option to access the LOR-Automation Tool



LOR-Automation Tool



File Edit View Favorites Tools Help

AFSAC Online

What's New
System Requirements
FAQ's
Security
Feedback
Tech Support
Apply for AFSAC Online and/or SAMIS Account
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PROSIII Program Information
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LOR Automation Tool

LOR Automation Tool Guide

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Access our business applications directly from our navigation menu on the left side of all our pages.

Trusted sites | Protected Mode: Off 100%

Choose this option to access the user guide. The guide will assist in the preparation of the LOR.



LOR-Automation Tool



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Trusted sites | Protected Mode: Off 100%

Choose this option to access the LOR Automation Tool to prepare and submit LORs.



LOR-Automation Tool

Classified Challenge

AFSAC

LOR Automation Tool
Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

Will this LOR result in an LOA that requires classification for your country?

Yes No

IMPORTANT NOTICE: Please save your information often, especially if you need to check sources or will leave the application idle for any length of time. It is HIGHLY recommended to have all material ready before you start the submission process! A time-out warning message will appear after 20 minutes, and the application session will terminate after 30 minutes. If the session stops like this, any data not saved will be lost and will need to be re-entered. At that point, you will have to exit and restart the application to begin a new session!

**Does the
partner want
the final LOA
to be
classified?**



LOR-Automation Tool

Classified Challenge

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Wright Patterson AFB, Ohio 45433

This tool is for unclassified use only.
If you wish to submit an LOR for a classified LOA, you must use classified channels.
Please contact your Command Country Manager.
You may close the web page, or click OK to return to AFSAC Online.

**If the response
is “Yes” to the
classified
question, you
will receive this
message.**

**This system
cannot accept
classified
information.
Clicking “OK”**



LOR-Automation Tool

Classified Challenge

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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

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Does the partner want the final LOA to be classified?

If the answer is “No”, the user will be sent to the



LOR-Automation Tool

Log In Screen

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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

Login
(Please use AFSAC Online login credentials)

User Name:

Password:

To obtain a user name and password click [here](#).

Users log in using their AFSAC Online user ID and password.

A user has four chances to enter credentials correctly.

After the fourth incorrect attempt, the user is returned to the AFSAC Online Home Page.

If there is a problem



LOR-Automation Tool

Starting the LOR

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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

Start Logout Reference:

START

The USG reserves the right to evaluate all Letters of Request (LORS) for eligibility and regulatory compliance, and as a result all requirements may not be provided as requested.

For Country: BN ▾

U.S. Branch of Service

Air Force
 Army
 Navy

Start a new LOR ▾

NOTE: Click "Continue" to view/change an existing LOR.

Continue

To begin entering an LOR:

Select the appropriate Country Code (pick from drop down)

Select US Branch of Service for the LOA

Identify if this is a new LOR (not previously started) - click on box and hit continue



LOR-Automation Tool

Entering the LOR

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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

Start
Logout
Reference

Add a new LOR for: BN

Price & Availability (P&A)
 New Letter of Offer and Acceptance (LOA)

If follow-on, enter previous case, if known: ABC

New LOR provides same item or service as previous case:

Amendment to Add or Reallocate Funds
 Change Letter of Offer and Acceptance (LOA) (Amendment/Modification)

Enter a unique Country Reference Number:
Test Case for the User Guide

This LOR is in support of:
Creating the LOR Automation Tool User Guide

Reset

Previous New LOR

Identify type of LOR:

P&A - request for Rough Order of Magnitude (estimated) pricing and availability status

New LOA - request for New LOA - could be follow on to an existing case (if identical to existing case, check box and provide current designator)

Amendment to Reallocate Funds - request to move funding from one line to another (on one case or between cases); check box if involving training (T case)

Change LOA - request for amendment or modification (must provide current case designator)

Unique Country Reference Number
Name and location (country)



LOR-Automation Tool

Entering the LOR

AFSAC

The screenshot shows the LOR Automation Tool interface. At the top, it displays the title "LOR Automation Tool", the organization "Air Force Security Assistance Center", and the location "Wright Patterson AFB, Ohio 45433". On the left sidebar, there are links for "Start", "Logout", and "Reference". The main content area features a search interface titled "View or Change Your LOR" with the sub-instruction "Search by: Country Reference Number". Below this is a dropdown menu labeled "Select Country Ref Number" with a red arrow pointing to its downward-pointing arrowhead. At the bottom of the search interface are two buttons: "View" and "Change". At the very bottom of the page, there is a "Previous" link.

Returning to work on an existing LOR

Once a partner has started working on an LOR, saved some portion, and exited the system, the LOR can be retrieved to allow for completion of the LOR.

Click on the drop down arrow to see a list of LORs. The listing of LORs is built as LORs are entered into the system.



LOR-Automation Tool

Entering the LOR

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The screenshot shows the LOR Automation Tool interface. At the top, it displays the title "LOR Automation Tool", the location "Air Force Security Assistance Center Wright Patterson AFB, Ohio 45433", and navigation links for "Start", "Logout", and "Reference". Below this is a search bar labeled "View or Change Your LOR" with the placeholder "Search by: Country Reference Number". A dropdown menu titled "Select Country Ref Number" is open, listing several entries. One entry, "TinaKonjicASCLOR - (Unreviewed)", is highlighted with a blue arrow pointing to it. At the bottom left of the interface, there is a "Previous" button.

Entry	Status
TinaKonjicASCLOR	(Unreviewed)
Testing PA funding	(Submitted)
Tina testing notification messages	(Submitted)
Testing Submission	(Review)
Memo 14	(Unreviewed)
Testing 9 Jun	(Unreviewed)
testing 9 jun identical	(Unreviewed)
testing SAF	(Unreviewed)
testing	(Unreviewed)
memo 12 rjh	(Unreviewed)

Returning to work on an existing LOR

Next to every LOR the user can see the current status of the LOR.

Meaning of Status:

- “Unreviewed” status means the LOR is being developed by the user and has not been submitted to the CCM.
- “Submitted” means the LOR has been submitted to the CCM, but the CCM has not started the review.
- “Reviewed” means the LOR has been opened by the CCM and is in review.
- “Pending” means the LOR has been reviewed by the CCM, but there are questions that need to be answered by the submitter before the LOR is validated by the CCM.
- “Valid” means the LOR has been submitted, reviewed, and the LOR is valid and can be used to develop an



LOR-Automation Tool

Entering the LOR

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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

Existing LOR
Partner Branch/Funding
 Materiel/Service
 Add Items
Sole Source Vendor
Attachments
Preview
Country Routing
Submission
Logout

- Reference
SAMM
LOR Automation Tool User's Guide
LOR Automation Tool Tutorial
Pre-case Transportation Assessment
 Checklists
USAF Cargo
USAF AEW&C
AMRAMM
USAF Blanket Order Training
USAF Aircraft
GPS Items

Information
Country Code
BN
Country Reference Number
Memo 14
Validation Status
Unreviewed

Current LOR Data

Price & Availability (P&A)
 New Letter of Offer and Acceptance (LOA)
If follow-on, enter previous case, if known:
New LOR provides same item or service as previous case:
 Amendment to Add or Reallocate Funds
 Change Letter of Offer and Acceptance (LOA)/(Amendment/Modification)

This LOR is in support of:
Airlanes

NOTE: This screen provides the opportunity to change the purpose of this LOR. If you do not want to change the purpose of the LOR, please click the "Next" button.

Add Comment

Previous

2011

General Screen Information

These features are displayed throughout the rest of the process

Navigation Bar - It is recommended to complete information in preset order, however, this bar allows movement between screens in any order

Comments Link - Opens and closes text box for any information the user want to provide such as waiver requests, etc. Comments will be displayed at the bottom of the completed LOR.

References - Contains links to the Security Assistance Management Manual (SAMM)



LOR-Automation Tool

Entering the LOR

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Wright Patterson AFB, Ohio 45433

Partner Branch/Funding

Change LOR

Partner Branch of Service

Air Force
 Army
 Navy
 Marines
 Other (Enter Below)

Check Terms of Sale:

Cash
 FMS Credit
 MAP Merger
 Other (Enter Below)

Do you need a unique payment schedule? Yes No

Please enter more information:
twelve payments

Add Comment

Previous Save Next

LOR Specific Information

All information specific to each LOR will be displayed in the center panel

Partner Branch of Service - which branch of the partner's government is requesting support

Check Terms of Sale- Place checkmark in box identifying the type of funding for purchase (if more than one type is selected, the dollar amount for at least one is appreciated)

Unique Payment Schedule - Open text field-Provide



LOR-Automation Tool

Entering the LOR

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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

Start
New LOR
Existing LOR
Partner Branch/Funding
 Materiel/Service
Attachments
Preview
Country Routing
Submission
Logout
Reference:

Materiel / Service Selection

Choose Materiel/Service for: TEST1

**CHOOSE MAJOR CASE CATEGORY:
(Required: Must select one)**

Materiel	Service
<input checked="" type="radio"/> Ammunition and Other Explosives	<input type="radio"/> Technical Services
<input type="radio"/> CADI/PAD/Air Crew Escape Propulsion System	<input type="radio"/> Maintenance
<input type="radio"/> Communication Equipment (C4) and Facilities	<input type="radio"/> Training
<input type="radio"/> Equipment	
<input type="radio"/> FMSO I and FMSO II	
<input type="radio"/> Information Security	
<input type="radio"/> Publications	
<input type="radio"/> Specialized or Sustainment Support	
<input type="radio"/> Spares Requisitioning	
<input type="radio"/> Major Weapon System Sale	
<input type="radio"/> System Modifications	
<input type="radio"/> Leases under AECA (not an FMS case)	

Add Comment

Information
Country Code
BN
Country Reference Number
TEST 1
Validation Status
Unreviewed

Previous Save Next

Selecting Case Category

This screen allows the partner to select what type of case they are interested in. Further clarification will be requested on some categories. Only one category may be chosen from this box.



LOR-Automation Tool

Entering the LOR

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Wright Patterson AFB, Ohio 45433

New LOR
Existing LOR
Partner Branch/Funding
 Materiel/Service
Attachments
Preview
Country Routing
Submission
Logout
 Reference:

Information

Country Code
BN
Country Reference Number
TEST 1
Validation Status
Unreviewed

Choose Materiel/Service for: TEST 1

CHOOSE MAJOR CASE CATEGORY:
(* Required: Must select one)

Materiel	Service
<input type="radio"/> Ammunition and Other Explosives	<input type="radio"/> Technical Services
<input type="radio"/> CAD/PAD/Air Crew Escape Propulsion System	<input type="radio"/> Maintenance
<input type="radio"/> Communication Equipment (C4) and Facilities	<input type="radio"/> Training
<input checked="" type="radio"/> Equipment <input type="radio"/> Defined <input type="radio"/> Blanket	
<input type="radio"/> FMSO I and FMSO II	
<input type="radio"/> Information Security	
<input type="radio"/> Publications	
<input type="radio"/> Specialized or Sustainment Support	
<input type="radio"/> Spares Requisitioning	
<input type="radio"/> Major Weapon System Sale	
<input type="radio"/> System Modifications	
<input type="radio"/> Leases under AECA (not an FMS case)	

Add Comment

Previous Save Next

Selections which require clarification will prompt the user for further definition of the selection.

Some items (Equipment/Publications) will ask for clarification of whether the purchaser is requesting blanket order (\$ Value) or defined order (quantity).

Some services (Technical Services/Training) will ask for clarification of whether the purchaser is requesting blanket order (\$ Value) or defined order (period of performance).

Selecting Information Security and Leases will initiate an additional requirements box to



LOR-Automation Tool

Entering the LOR

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Wright Patterson AFB, Ohio 45433

Materiel / Service Selection

Choose Materiel/Service for: TEST 1

CHOOSE MAJOR CASE CATEGORY:
(* Required: Must select one)

Materiel	Service	
<input type="radio"/> Ammunition and Other Explosives	<input type="radio"/> Technical Services	
<input type="radio"/> CAD/PAD/Air Crew Escape Propulsion System	<input type="radio"/> Maintenance	
<input type="radio"/> Communication Equipment (C4) and Facilities	<input type="radio"/> Training	
<input type="radio"/> Equipment		
<input type="radio"/> FMSO I and FMSO II		
<input type="radio"/> Information Security		
<input type="radio"/> Publications		
<input type="radio"/> Specialized or Sustainment Support		
<input type="radio"/> Spares Requisitioning		
<input checked="" type="radio"/> Major Weapon System Sale	<input checked="" type="radio"/> Aircraft	<input type="radio"/> Missile
<input type="radio"/> System Modifications		
<input type="radio"/> Leases under AECA (not an FMS case)		

Select all Materiel or Service Areas that apply
(* Required: MUST select at least one):

Materiel	Service	
<input checked="" type="checkbox"/> Major System End Item(s)	<input checked="" type="checkbox"/> Technical Services	<input checked="" type="checkbox"/> Defined
<input checked="" type="checkbox"/> Ammunition and Other Explosives	<input type="checkbox"/> Blanket	<input type="checkbox"/> Maintenance
<input checked="" type="checkbox"/> CAD/PAD/Air Crew Escape Propulsion System	<input type="checkbox"/> Manpower	<input checked="" type="checkbox"/> Training
<input type="checkbox"/> Communication Equipment (C4) and Facilities	<input checked="" type="checkbox"/> Defined	<input type="checkbox"/> Blanket
<input type="checkbox"/> Equipment		
<input checked="" type="checkbox"/> Publications	<input type="checkbox"/> Defined	<input checked="" type="checkbox"/> Blanket
<input type="checkbox"/> Spares Requisitioning		
<input type="checkbox"/> Information Security Equipment		

Add Comment

Save Next Previous

Some items (Support and Major Weapon System Sale) will ask for a further definition of type of case.

Specialized or Sustainment Support will ask for clarification as to do you want “Specialized” which is an N case or “Sustainment Support” which is an Q case.

Major Weapon System Sale will ask for clarification as to do you want “Aircraft” or “Missile”.

Selection of these categories will also prompt another box to open to allow selection of specific requirements.

This box is used to identify what articles or services the purchaser desires in conjunction with the LOR.



LOR-Automation Tool

Entering the LOR

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The screenshot shows the 'LOR Automation Tool' interface. The top navigation bar includes links for 'Start', 'New LOR', 'Existing LOR', 'Partner Branch/Funding', 'Materiel/Service', 'Attachments', 'Preview', 'Country Routing', 'Submission', 'Logout', and 'Reference'. A 'Information' section displays 'Country Code: BN', 'Country Reference Number: TEST 1', and 'Validation Status: Unreviewed'. The main content area is titled 'Add Items' and shows a summary: 'Major Weapon System Sale - Aircraft' with '1 Total Line Items' (specifically 'Ammunition and Other Explosives - 1 line items') and 'In 3 Categories'. Below this is a 'Custom Spreadsheet Download' section with a 'Download' button, a file selection field, and a 'Process Spreadsheet' button. A note says 'Click to add lines from the spreadsheet' with an 'Import All Lines' button. At the bottom, a table lists a single line item: '1 Line Item (Ammunition and Other Explosives)'. The table columns are 'Cage Part Nbr', 'Stock Nbr', 'Qty', 'Noun', 'Unit of Issue', and 'SSV'. The data row contains 'Delete', '1234-12-123-1234', '20', 'Ammo', 'EA', and an empty checkbox. Navigation buttons 'Previous' and 'Next' are at the bottom.

This is the item input screen

Navigation Box - Using the drop down box, the partner can move between categories of items previously selected.

Add Box - Items may be entered singularly [Add Item (Manual)] or by spreadsheet [Add Multiple (Auto)]. These processes are detailed in the next slides.

Item Summary Box - Shows a listing of all items entered for a specific category. If



LOR-Automation Tool

Entering the LOR

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The screenshot shows the LOR Automation Tool interface. The top navigation bar includes links for Start, New LOR, Existing LOR, Partner Branch/Funding, Materiel/Service, Attachments, Preview, Country Routing, Submission, Logout, and Reference. The main content area has a title 'LOR Automation Tool' and subtitle 'Air Force Security Assistance Center Wright Patterson AFB, Ohio 45433'. A sidebar titled 'Information' displays 'Country Code: BN', 'Country Reference Number: TEST 1', and 'Validation Status: Unreviewed'. The main panel shows a 'Major Weapon System Sale - Aircraft' section with '1 Total Line Items' and 'Ammunition and Other Explosives - 1 line item(s)' in '3 Categories'. It features buttons for 'Add Multiple (Auto)' and 'Add Item (Manual)'. A 'Custom Spreadsheet Download' dialog box is open, containing fields for 'Choose the spreadsheet which contains the items you wish to enter:' with a 'Browse...' button, and 'Process Spreadsheet' and 'Import All Lines' buttons. Below this is a table titled '1 Line Item (Ammunition and Other Explosives)' with columns: Cage Part Nbr, Stock Nbr, Qty, Noun, Unit of Issue, and SSV. A single row shows '1234', '1234-12-123-1234', '20', 'Ammo', 'EA', and an empty checkbox. At the bottom are 'Add Comment', 'Previous', and 'Next' buttons.

The “Add Multiple (Auto)” option is available to assist in adding many items more quickly. The system will build an input spreadsheet to allow the user faster entry.

Click the “Download” button. The Tool will then open a spreadsheet for the user to enter requirements.

The next slides provide



LOR-Automation Tool

Entering the LOR

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The screenshot shows a Microsoft Excel spreadsheet titled "LORA_Categories.xls [Compatibility Mode] - Microsoft Excel". The ribbon menu is visible at the top, and the Home tab is selected. A red arrow points from the "Merge & Center" button in the Alignment group of the ribbon to the center of the first row of data in the table below. The table has columns labeled "NOUN", "REMARKS", "START DATE", "END DATE", "DURATION", and "DESCRIPTION". The first row contains the entry "nedd fixt time" with the duration "2 need 3 folks". The second row is empty. The table spans from row 1 to row 2. The rest of the rows (3 to 42) are empty. A blue line graph is overlaid on the right side of the screen, starting at row 19 and ending at row 42. The graph has a sharp peak at row 37 and a flat base between rows 38 and 41.

	NOUN	REMARKS	START DATE	END DATE	DURATION	DESCRIPTION
1						
2	nedd	fixt time	1/1/2010	3/1/2010		2 need 3 folks
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						

Maintenance Manpower Equipment - Quantity Publications - Quantity

**This is an example of
the spreadsheet that
the system will create.**

The columns shown on the spreadsheet reflect the requested information for each secondary category.

The spreadsheet contains a tab for each secondary category chosen on the “Materiel/Service” screen.

After completion, this spreadsheet should be saved to the users' computer for uploading to the tool.



LOR-Automation Tool

Entering the LOR

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Wright Patterson AFB, Ohio 45433

Start Add Items

Major Weapon System Sale - Aircraft 1 Total Line Items
Ammunition and Other Explosives - 1 line item(s) In 3 Categories

Add Multiple (Auto) Add Item (Manual)

Custom Spreadsheet Download Download

Choose the spreadsheet which contains the items you wish to enter:
 [Browse...](#)

Process Spreadsheet

Click to add lines from the spreadsheet

Import All Lines

1 Line Item (Ammunition and Other Explosives)

Cage Part Nbr	Stock Nbr	Qty	Noun	Unit of Issue	SSV
1234	1234-12-123-1234	20	Ammo	EA	<input type="checkbox"/>

[Delete](#)

Add Comment

Previous Next

Information

Country Code
BN

Country Reference Number
TEST 1

Validation Status
Unreviewed

After all items have been entered into the spreadsheet, the user should upload it to the tool.

Click on the “Browse” button to begin the uploading process. Locate the spreadsheet on your computer. The location of the spreadsheet should show in the browse box.

Once the spreadsheet is showing in the box, click the “Process Spreadsheet” button. The categories from the spreadsheet should show in the box.

After the categories are showing in the box, click on the “Import



LOR-Automation Tool

Entering the LOR

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Add Items

Major Weapon System Sale - Aircraft 1 Total Line Items
Ammunition and Other Explosives - 1 line item(s) In 3 Categories

Add Multiple (Auto) Add Item (Manual)

Single Item Entry - (Ammunition and Other Explosives - 1 line item(s))

CAGE/Part Nbr	* Stock Nbr (ISN)	* Quantity	* Unit of Issue
1234	1234-12-123-1234	20	EA

Noun
Ammo

* signifies a required field.
** signifies one or the other must be filled.

1 Line Item (Ammunition and Other Explosives)

Cage Part Nbr	Stock Nbr	Qty	Noun	Unit of Issue	SSV
Delete 1234	1234-12-123-1234	20	Ammo	EA	

Add Comment

Previous Next

Information

Country Code
BN
Country Reference Number
TEST 1
Validation Status
Unreviewed

If the user prefers to enter their requests articles/services one item at a time, click the “Add Item (Manual)” tab.

Fill in the boxes for each item requested in the category. Click “Save Item” after each entry.

The information should move to the item summary box. If an item is not required, click the “Delete” link on the line.



LOR-Automation Tool

Entering the LOR

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Start New LOR Existing LOR Partner Branch/Funding
Material/Service Attachments Preview Country Routing Submission
Logout Reference

Information

Country Code
BN
Country Reference Number
TEST 1
Validation Status
Unreviewed

Add Items

Major Weapon System Sale - Aircraft 1 Total Line Items
Ammunition and Other Explosives - 1 line item(s) In 3 Categories

Add Multiple (Auto) Add Item (Manual)

Custom Spreadsheet Download Download
Choose the spreadsheet which contains the items you wish to enter.
Browse...
Process Spreadsheet
Click to add lines from the spreadsheet
Import All Lines

1 Line Item (Ammunition and Other Explosives)

Cage Part Nbr	Stock Nbr	Qty	Noun	Unit of Issue	SSV
1234	1234-12-123-1234	20	Ammo	EA	<input type="checkbox"/>

Add Comment
Previous Next

Sole Source Vendor

If the purchaser wants an item to be purchased using a sole source vendor (SSV), they should place a checkmark in the SSV box for that item.

After all items that are being requested as sole source are marked, and the “Next” button is hit, the sole source request section will open.



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Entering the LOR

AFSAC

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Reference:

Sole Source Vendor (SSV) Information

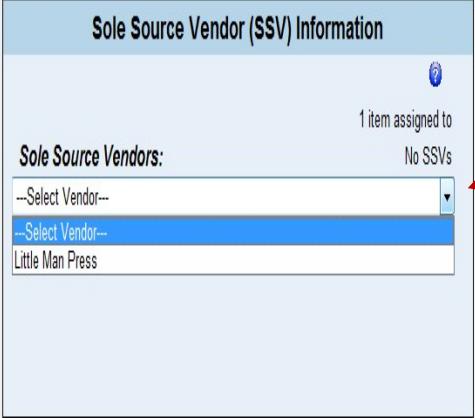
Sole Source Vendors: 1 item assigned to No SSVs

--Select Vendor--
--Select Vendor--
Little Man Press

Add Comment

Previous Save Next

Information
Country Code
BN



Selecting Vendor

If the partner has used a SSV in the past, they may chose them again by choosing them from the drop down menu.

If the vendor has never been requested, they will need to be added to the drop down list. To add a vendor, click the “Add New SSV” link.



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Sole Source Vendor (SSV) Information

SSV Help

- A vendor may be selected from the dropdown list when Sole Source Vendor (SSV) data already exists. A number in parenthesis beside a vendor's name indicates the number of items assigned to this vendor.
- If the desired vendor does not exist on the list, click "Add New SSV" and enter the required information in the fields provided in the entry panel. Once completed, click "ADD SSV" button. This will add the vendor name to the dropdown box.
- Items are listed in two separate sections: 1) an unassigned section lists all items selected as being provided by an SSV but not yet associated to an actual vendor, and 2) an assigned section that lists all items associated to the vendor selected in the dropdown list.
- Select an SSV from the dropdown list. Items are assigned or unassigned by clicking the links at the right of the item description.
- Once you have chosen the reason for your sole source request, assigning or unassigning items to the SSV does not affect this choice.
- SSV information detail will be toggled by clicking the "Show Details (Hide Details)" link.
- Selecting a Reason for choosing SSV does the following:
 - A new response panel opens.
 - Justification questions will vary depending upon the reason. If you do not wish to respond to a question, please enter any character to acknowledge review.
 - Clicking the "Clear" button at the bottom of the panel will discard all entries/changes.

Sole Source Vendors: 2 items assigned to 2 SSVs
Select Vendor...
Add New SSV

Add Comment

Previous Save Next

2011

A help section is available at any time by clicking on the blue question mark at the top of the screen.



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MELC

Sole Source Vendor (SSV) Information

Sole Source Vendors:
--Select Vendor--

Add New SSV

Please provide the following information for the Sole Source Vendor (SSV):
* Required
** Two of Three Required

* Full name of Vendor: _____

Contractor CAGE number: _____

** City: _____

** State: _____

** Other Location: _____

Is this contractor a United States Contractor? Yes No

Add SSV Cancel

Adding New Vendor

Step 1. When the “Add New SSV” link is clicked, another box will appear. This box requests the information on the requested SSV. The partner must supply the “Full Name of Vendor” and “City, State or Other Location.” The CAGE Code is appreciated, if known, but not required. Then click the “Add SSV” button.

Step 2. After adding the new vendor, they must be selected from the drop down menu.



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Sole Source Vendor (SSV) Information

Sole Source Vendors:
Little Man Press

Add New SSV Show Details

Assign ALL Items to: Little Man Press
Assign All Unassigned Items to: Little Man Press

Unassigned SSV:

Item Text	Vendor Name	Set SSV
Ammo 1234-12-123-1234 1234	Not Set	Assign

Add Comment

Previous Save Next

Assigning Vendor

When a vendor is chosen, all items which were designated as SSV will appear.

If you are unsure if this is the intended vendor, click “Show Details” to compare locations of vendors.

Each item must be assigned to a vendor. This can be accomplished in three ways. These are detailed on the next slide.



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Sole Source Vendor (SSV) Information

Sole Source Vendors:
Little Man Press

Add New SSV Show Details

Assign ALL Items to: Little Man Press
Assign All Unassigned Items to: Little Man Press

Unassigned SSV:

Item Text	Vendor Name	Set SSV
Ammo 1234-12-123-1234 1234	Not Set	Assign

Add Comment

Information

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Previous Save Next

Assigning Vendor

There are three methods for assigning vendors to items.

1. Each item listing has an assign button. Select the correct vendor from the drop down menu, and then click the “Assign” link on the line item.

2. If there are multiple items and all of them should be assigned to the same vendor, select the vendor and then click the “Assign ALL Items to:” link.

3. If there are multiple items and many should be assigned to a single vendor, first assign the ones that go to a different vendor, and then assign the ones that go to the common vendor by clicking “Assign ALL Unassigned Items to:” link.



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Sole Source Vendor (SSV) Information

Sole Source Vendors:
Chevy (1)
Add New SSV Show Details
Assign ALL Items to: Chevy (1)

Assigned SSV:

Item Text	Vendor Name	Unset SSV
C-130 1234-23-123-1234 1234	Chevy	Unassign

Reason For: Chevy (1)
(* One Option is Required to Submit the LOR)
Note: For further detail see: DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 6, Table C.6.T2.

One of the numerous suppliers can deliver faster and the situation is urgent enough to forego the benefits of the competitive process.
 The procurement of a non-standard item has been requested and the purchaser has identified a specific source (e.g., obsolete items no longer supported by the Department of Defense).
 You have an established history of procurement for articles or services from the particular source and wish to continue for equipment standardization and consequent benefits of logistics support.
 The designated source has won your source selection competition.
 You have a history of procurement with this contractor OR this contractor is the Original Equipment Manufacturer (OEM). You have an established history of procurement for articles or services from the particular source and a change would adversely affect
 Other

Justification Responses:
Explain how your requested contractor's delivery schedule will meet your critical requirement (please be specific).

Explain why your requirement is of such an unusual and compelling urgency that you are willing to forego the benefits of the competitive process (please be specific).

Explain your critical requirement. Why is it critical?

Add Comment Previous Save Next

Reasons/Justifications

Once the items have been assigned to a vendor, the partner is then asked to provide the reason and justification for the request. The Tool will use this information to prepare the Sole Source Request portion of the LOR.

First the partner is provided with five reasons for requesting a SSV. The fifth reason is “Other.” If selected, no justification questions are provided and the partner must provide full justification in the open text box provided.

After selecting a reason, the corresponding justification



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Add / Maintain Attachments

Add Attachments

Choose a file to attach:

Description of attachment (not required):

Attach

Attachments:

Add Comment

Save Next

Previous

Attachments can be in any electronic format (i.e., documents, pictures, spreadsheets, etc.)

To begin to attach a file to the LOR, click on the “Browse” button. Locate the file and click the “Open” button.

After the file location appears in the browse box, enter a brief description of the document.

To attach the file, click the “Add” button.

The file name and description should appear in the “Attachments” field.



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Add Comment

Previous Send Country Email(s) Save Next

Country Routing

Country Unique Routing (Optional)
Use this feature to send email notices to officials who should preview your LOR.
Note: Check the "Send Now" box for recipients to review the LOR prior to submission to CCM.
Note: Check the "Copy on Submit" box for recipients to receive an email copy when the LOR is submitted to CCM.

Current Country Routing List: [?](#) * Required Field

Recipient Email	Send Now	Copy On Submit
josh.moe@bandaria.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Delete](#) [Add](#)

This section is available to aid country in their coordination and distribution processes.

Help is available by clicking the blue question mark.

If an address has a checkmark in the “Send To Now” column, a copy of the LOR will be sent when the “Send Country Email” button is clicked.

If an address has a checkmark in the “Copy On Submit” column, that addressee will receive a copy of the LOR when the LOR is submitted to the CCM.

Any desired email address can be entered by using the “Add” link on the bottom and supplying the requested information (name and email



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LOR Signature
(*Required - Please select contact authorized to sign the LOR)

Name	Phone	E-mail
Unselect Konjic, Tina	937-904-2060	tina.konjic@wpafb.af.mil
Select Moe, Josh	789-456-123	josh.moe@bandaria.com
Delete		

[Add New](#) [Show Details](#)

2 outstanding actions required before signing.
Please use the "View" button to view the unresolved actions.

[Add Comment](#)

Previous Sign/Submit LOR Save View

The signatory within the Tool is the person who submits the LOR to the CCM for processing. The LOR signature list is built as LORs are submitted.

If a signatory is not on the list it may be added by using the “Add New” link (Name, phone , and email are required). **NOTE: The email entered has to be the same email used to register for an AFSAC Online account.**

All items must be resolved prior to submission of LOR.

If the person logged into the Tool, is also selected in the LOR Signature box, the “Sign/Submit to CCM” button will activate. When that button is clicked, the LOR is submitted, the status changes to “submitted”, and the distribution of the LOR to the USG occurs.